

**Memorial United Methodist Church**  
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## **Wedding Guidelines and Fees; Adapted March 2008**

### **DESCRIPTION:**

The Service of Marriage is a service of worship. Its focus is the covenant made between a man and a woman before God and God's people. The covenant is expressed in the vows each makes to the other, and it is symbolized in the joining of hands and the giving and receiving of rings.

Since Memorial United Methodist Church is a Christian congregation, it follows that the Service of Marriage is a Christian Service. It is performed in the name of the Father, Son, and Holy Spirit. It is performed under the Lordship of Jesus Christ. Although such a marriage is recognized in our society as a legal contract, it is for the Church, above all else, a sacred covenant between Christians.

While persons wishing to be married at Memorial Church are not required to be members of the congregation, they are required to be disciples of Jesus Christ who believe in Christian marriage. Such couples are encouraged to attend Memorial Church during their time of preparation for the wedding and to consider making Memorial Church their home.

### **POLICY:**

Both members and non-members may have their weddings at Memorial Church, but only with the approval of the pastor. They may use either the sanctuary or the chapel. Weddings and rehearsals will be scheduled officially on the church calendar **only after** the wedding couple has met with the pastor, submitted a signed (signature of bride, groom, and pastor) Wedding Form to the church office, and paid any necessary deposits. Any such deposits will be forfeited if the couple should cancel or postpone the wedding without notifying the pastor or church office one month prior to the date of the wedding. Memorial's pastor is the officiating pastor for weddings held at Memorial Church. If the wedding couple wishes to have another minister perform their wedding, Memorial's pastor must give approval for such arrangements.

Church members are strongly encouraged to avail themselves of the services of the church's wedding coordinator. Non-members are required to use this service unless the wedding is a chapel wedding or a walk-in wedding. Once the couple has met with the pastor and submitted the signed Wedding Form, with any necessary deposits, the wedding coordinator will contact the couple to make further arrangements.

Memorial's organist/pianist is the organist/pianist for weddings held at Memorial Church. If the wedding couple wishes to have another qualified musician perform for their wedding service, Memorial's organist/pianist must give approval for such arrangements. Since music is an important part of the wedding ceremony, Memorial's organist/pianist will help the couple select appropriate music and will play or arrange for a qualified musician to play the piano and/or organ during the wedding service. Other musicians and sources of music (i.e. tapes, compact discs, etc.) may be used, but only with the approval of the organist/pianist. If the organist/pianist is unavailable to play for the wedding, the organist/pianist must notify the wedding coordinator or pastor immediately so that arrangements can be made for an approved substitute. The substitute must be approved by Memorial's organist/pianist.

The building will be open for members of the wedding party two hours prior to the time of the wedding service unless there are special arrangements made with the wedding coordinator. The building will remain open for up to two hours following the conclusion of the service. If total time exceeds five hours, there will be an additional fee payable to the wedding coordinator or supervisor for each additional hour or part thereof. **No alcohol, please.**

The church social hall may be rented for receptions for weddings held at Memorial Church. The reception may be scheduled by contacting the wedding coordinator or the church office and paying the required deposit. The building will be open for a reception up to four hours following the conclusion of the wedding service. For each hour, or any part thereof, beyond four hours, there will be an additional fee payable to the wedding coordinator or reception supervisor. All receptions must be concluded no later than 11:00pm.

There is to be no throwing of rice or birdseed. "Wedding rice" (which is environmentally safe for birds and other animals) may be thrown only outside of the church building and only by arrangement with the wedding coordinator.

All candles for the candelabras must be purchased through the wedding coordinator. The wedding coordinator will inform the wedding couple regarding candle prices. No candles are permitted in any areas other than the chancel. No wedding decorations are permitted that would obstruct movement anywhere in the building.

The bridal party is responsible for removing all items brought into the church for the wedding. Memorial Church is not responsible for any items left.

All fees as published in the fee schedule are payable in full one week prior to the date of wedding. All fees are to be made payable to **Memorial United Methodist Church** (with the exception of the pastor's honorarium for members) and are to be submitted to the church office one week prior to the wedding.

<b>FEES:</b>	<u>Members</u>	<u>Non-Members</u>
Church Use Fees		
Sanctuary	no fee	\$150 (\$75 deposit)
Chapel	no fee	\$75 (\$50 deposit)
Social Hall (up to four hours)	no fee	\$200 (\$100 deposit)
 Custodial Fees		
Sanctuary or Chapel Wedding	\$65	\$65
Reception in Social Hall	\$65	\$65
 Pastor Fee	Honorarium	\$150
 Wedding Coordinator Fees		
Wedding	\$150	\$150
Reception (up to four hours)	no fee	\$50
Each additional hour	no fee	\$25
 Organist/Pianist Fee	\$150	\$150
 Sound Technician Fee (Sanctuary only)	\$50	\$50

***Wedding dates will be reserved on the church calendar only after the wedding couple has met with the pastor and submitted the signed form and applicable deposits. This applies to both members and non-members.***